

TO: WIB Directors
Single Points of Contact
Program Directors

FROM: Jeffrey L. Golc, Deputy Commissioner
Field Operations/Program Development

DATE: July 13, 2001

SUBJ: DWD Communication: 99-51
Change 1: Additional Credentials

RE: All resources located in the One-Stop center.

Purpose

To extend the "Ending Date" of DWD Communication 99-51 to June 30, 2004. No other content changes are provided. This communication provides instructions for the attainment of the "Work Keys Work Readiness Credential."

Rescission

N/A.

Content

The American College Testing Program, Inc. (ACT) is an independent, not-for-profit organization. ACT provides assessment, research, information and program management services in the broad areas of educational planning, career planning, and workforce development. Work Keys is a system developed by ACT to help students and workers document their employability skills. Work Key Service Centers are licensed to provide job profiling, consulting, and Work Key assessment services.

ACT analyzed the skill level requirements of over 6,300 jobs that have been profiled nationally to determine "work readiness." The analysis indicated that individuals who scored a 5 or better on each of the Work Keys assessments for "reading for information," "applied mathematics," and "locating information" would be considered ready for 85% of the jobs which have been profiled. Information concerning the three assessments is provided:

Reading for Information assessment measures a person's skill in reading and using work-related information including instructions, policies, memos, bulletins, notices, letters, manuals, and governmental regulations. These printed materials represent actual workplace conditions where reading materials are not necessarily well written or adopted to meet the needs of the reader. They are unlike those used in most reading instruction because they were not produced or selected to facilitate reading.

The **Applied Mathematics** assessment measures a person's skill in using mathematical reasoning to solve work-related problems. Test takers set up and solve problems like those that actually occur in a workplace. A calculator may be used and a formula sheet is provided.

The **Locating Information** assessment measures a person's skill in using workplace graphics such as diagrams, floor plans, tables, charts, graphs, forms, and instrument gauges. Test takers must locate, compare, and summarize information in one or more related graphics, as well as insert information into these types of graphics.

All three assessments contain 30+ multiple-choice questions at different levels of complexity, with the highest level (usually Level 6 or 7) being the most complex. Although Level 3 is the least complex, it still assesses a level of particular skill well above no skill at all. The levels build on each other by incorporating the skills assessed at the preceding levels.

Additional information concerning ACT and the Work Keys assessment may be obtained at <http://www.act.org>.

Local Workforce Investment Boards (WIBs) considering the integration of Work Keys into their systems should contact the nearest Work Keys Service Center for more information. The Centers located in Indiana are:

Department of Workforce Development – Evansville – 812/424-4473

Department of Workforce Development – Lafayette – 765/474-5411

Workforce Development Services of Northern Indiana – South Bend – 219/239-2385

Vincennes University, Employment & Training Center – Vincennes – 812/888-5309

Also, WIBs that wish to use this credential need to addend Sections J and/or L in their local workforce investment plan. WIBs have the option of setting higher or lower standards. However, lower standards may only be set if WIBs complete Work Keys profiling on a significant number of demand occupations in their local economy and demonstrated that lower scores will satisfy 85% or more of the jobs. Attainment of the work readiness attainment will be shown through "Attained Other Credential" in PMIS.

Beginning Date

July 1, 2000

Ending Date

June 30, 2004

Action

WIBs who wish to include this credential must addend their local workforce investment plan.